

MAR 28 1984

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Science and Technology
Chairman, E Career Service
Director, Intelligence Community Staff

FROM: Robert W. Magee
Director of Personnel

SUBJECT: SIS Promotions and Step Increases

REFERENCE: SIS Notice No. 21, dated 23 January 1984

PROMOTIONS

1. Promotion recommendations for SIS officers to be effective on 8 July 1984 will be due in the Office of the Director of Personnel by 24 May 1984.

2. The approval of Career Service recommendations for promotion from GS into the SIS will be based on the revised ceiling allocation for FY '84 provided via the 30 January 1984 SIS monthly report. Headroom for these promotions also will take into account rotational adjustments and known SIS gains and losses projected through July 1984. Promotions will be to the lowest step of the next SIS level which exceeds the present salary. When the present salary is equal to the highest step of the next SIS level, the present salary will be retained at the next SIS level.

3. Nominations for promotions should be submitted by grade level in rank order using the attached form and providing the following information for all nominees:

-Request for Personnel Action (Form 1152).

-Most current overall PAR rating in Remarks Section of the form 1152.

-Designate those under cover with (C) on form.

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-Nickname and title, such as "Mrs.," "Ms.," "Dr.," etc.,
if applicable, for use by the DCI in congratulatory letters.

4. Minority data will be provided giving the total number of GS-15 and SIS officers considered by the career service and the number recommended for promotion, and the same information for minority employees considered and recommended by level.

STEP INCREASES

5. Pay adjustments within the SIS-1, -2, and -3 levels (step increases) will be considered at the same time as the promotions and will be effective 8 July 1984. These increases will be based solely on merit. Pay adjustments will be recommended by the supervisor, concurred in by the career board, and approved by the Head of the Career Service concerned. The time-in-grade guideline for progression to Steps A, B or C is one year of service at the present SIS base/step. To assist supervisors and Career Services in this aspect of the review, the Office of Personnel will provide Career Services with listings of their careerists showing the months they have served at their present grade/step level.

6. Nominations for pay adjustments should be submitted to the Director of Personnel by 24 May 1984 providing the following information for all nominees:

-Listing of individuals recommended for progression within
the SIS levels showing approval of the Head of the
Career Service.

-Request for Personnel Action--Form 1152 (Nature of Action
is Pay Adjustment).

-Most current overall PAR rating noted in the Remarks Section of the
Form 1152.

7. Any questions on these matters should be referred to
Chief, SIS Support,

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Robert W. Magee

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28 January 1984

SIS Notice No. 21

The following SIS pay rates are approved pursuant to authority of 50 U.S.C. 403j and are effective 8 January 1984.

Senior Intelligence Service (SIS) Pay Schedule

	<u>BASE</u>	<u>A</u>	<u>B</u>	<u>C</u>
SIS-1	\$58,938	\$61,292	\$63,646	\$66,000
SIS-2	61,292	63,646	66,000	
SIS-3	63,646	66,000		
SIS-4	66,000			
SIS-5	67,800			
SIS-6	69,600			

Overseas Senior Intelligence Service Pay Schedule (SIX)

	<u>BASE</u>	<u>A</u>	<u>B</u>	<u>C</u>
SIX-1	\$64,596	\$67,176	\$69,756*	\$72,336*
SIX-2	67,176	69,756*	72,336*	
SIX-3	69,756*	72,336*		
SIX-4	72,336*			
SIX-5	74,309*			
SIX-6	76,282*			



William J. Casey
Director of Central Intelligence

*SIS and SIX salaries are capped at \$69,600
(Level IV of the Executive Schedule)

